



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SECURITY FORCE MANAGER

Job Number: 20000631

Job Code: 21620V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 12/01/1985

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall supervision of the security force for a military installation under the jurisdiction of the Department of Military Affairs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years of experience in law enforcement, security, the military or a related field, one year of which must have been in a supervisory position.

Substitute EDUCATION for EXPERIENCE:

Additional training in the above or a related field will substitute for the non-supervisory experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above or a related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty one years of age.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for assuring that the military installation is secure at all times (i.e. 24 hours a day, 7 days per week). Provides on-scene supervision of security force personnel in activities such as normal and emergency security or resource protection operations, crash and disaster control activities and civil or internal disturbances. Functions as senior security force manager in the absence of the military security officer. Develops on-the-job training programs for security force personnel. Evaluates the effectiveness of training of personnel by observing performance and analyzing results of written and oral examinations. Assists the military security officer in formulating and implementing command or installation wide security programs.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title may be required to apply physical force in apprehending suspects. Extensive walking may be required to maintain security.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.